



DEPARTMENT OF THE NAVY

TRAINING SQUADRON NINE
101 FULLER ROAD SUITE 221
MERIDIAN, MS 39309-5404

TRARONNINEINST 1301.1F
N1
15 Apr 15

TRARON NINE INSTRUCTION 1301.1E

From: Commanding Officer, Training Squadron NINE

Subj: PROCEDURES FOR ASSIGNMENT AND RELIEF OF PRIMARY AND
COLLATERAL DUTIES

Ref: (a) TRARONNINEINST 5400.1 (Series)

Encl: (1) Sample Relief of Duty Letter

1. Purpose. To promulgate the procedure to be used in assuming or being relieved of a primary or collateral duty.

2. Cancellation. TRARONNINEINST 1301.1D

3. Background. The Commanding Officer (CO) or the Executive Officer (XO) will assign each permanent officer a primary duty and collateral duty, as required to efficiently carry out the mission of Training Squadron NINE. Notification of assignment shall be accomplished via Training Squadron NINE Notice 1301.

4. Action.

a. Officer to be relieved.

(1) Maintain a turnover folder that will facilitate the assumption of duty by his relief. This folder will contain as a minimum, the following items:

- (a) Squadron organization as shown in reference (a).
- (b) Billet duties and responsibilities from reference (a).
- (c) Short description on how each duty is performed.
- (d) List of required reports.
- (e) Daily and weekly routine.
- (f) Personnel files and information.
- (g) Lessons learned.

(h) Any other information or instructions considered pertinent should be included; however, brevity is of great importance.

(2) Where the billet required custody or sub custody accountable material, the officer shall prepare for his relief, an accurate inventory and have such material ready for sight inventory by the relieving officer. He shall also initiate and complete a survey of any missing items.

(3) Have all records and accounts up to date and, when funds are involved, have them ready for transfer to the relieving officer.

(4) When a Department Head is being relieved, the officer and his relief shall inspect jointly the material and records of the department, and upon completion of the inspection, the officer shall submit a report to the CO via the XO similar to enclosure (1).

b. Officer to assume duties.

(1) Upon notification of assignment, the officer concerned shall familiarize himself with the responsibilities of his prospective billet. Where accountable material or funds are involved he shall, with the officer presently in the billet, inspect and inventory such material and sign necessary custody cards. Should circumstances prevent the officers concerned from making a joint inspection and report of the results to their senior, the relieving officer shall make the inspection and report within 20 days after assuming the billet.

c. Department Heads. Ensure that the relieving officer has inventoried and properly assumed custody of all sub custody or accountable material for which the relieved officer was responsible.


C. J. DEMCHAK

Distribution:
TRARONNINEINST 5216.1 (Series)
List I

(Sample Relief of Duty Letter)

Date

MEMORANDUM

From: _____
To: Commanding Officer, Training Squadron NINE
Via: Executive Officer, Training Squadron NINE

Subj: RELIEF OF DUTY

Ref: (a) Navy Regulations 1990, Article 0804 & 1050

1. In accordance with reference (a), I have inspected the material and records for the job of _____ and there are no defects or deficiencies noted. All records, funds and equipment have been transferred.
2. I hereby assume the duties of _____ as of this date. I accept responsibility for all records, funds and equipment connected with this billet.
3. _____ is relieved of his duties as of this date.
